

**CV of a Data Entry, Data Analyst, Data Mgt, Excel Macro, VBA Developer & SQL Server Professional**

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**Objectives:** Resume of a **Data Entry, Data Analyst, Data Mgt, Excel Macro, VBA Developer & SQL Server Professional** having experiences on Data Collection & Entry, Data File Management & Analysis, Business System Analysis and Project Implementation. Qualifications & skills are extremely Practical & Technical seeking for a job in a challenging position; wants to utilize full creativity & innovative thinking; which will benefit the company.

**Profile:** Data Management & Organization, Data Extraction, Migration and **visualization** of Data, Data Processor / ICT Business Analyst / MIS Consultant / Programmer; my expertise's are, Database Design & Administration, Project Management and giving support to the End Users & training to the Developers. Also, I have experiences in Installation, Upgrading, Troubleshooting Server and Printer (Digital Big format printers) & PC. Other experiences are **Symposium Server, Intranet Web Server, SQL Servers, Teradata, & Oracle database**, Website administrator, LAN, Windows NT, Mainframes, Mini-frames, OMR operations and Planning & Scheduling of Maintenance Management and Logistics Information Systems. Also supervise the System Analyst, Programmers, and other technical staff.

**Project & Business Management:** I did **ICT** technical project planning and implementation, testing and deploy the appropriate technology solution to meet the Project & Business requirements. As a Project Manager I have to contact with the client, accumulate requirements, estimated works, staffing and prepared a proposal according to the budget. Deploy the appropriate technology solution to meet the business requirements. Supervise, monitoring and support the ICT vendors, contracted by the Government/organization and I ensure its deliverables according to the agreement of work order; Conduct regular meetings, organize & support ICT related training and preparing reports as required.

**Public Career:**

1. Working under Services for Children at Risk, World Bank Project, Ministry of Social Welfare
2. Worked under Kuwait Land Force (Kuwait Army)
3. Worked under Jeddah International Airport, under the ministry of civil Aviation, Kingdom of Saudi Arabia

**Skills:**

- Packages (Applications):** MS-Office (MS-Word, MS-Excel, MS-PowerPoint & MS-Access), MS-Paint, MS-Publisher, Adobe Photoshop, Dreamweaver, Adobe Illustrator, Flash, Lotus-123, dBase, **SPSS, Crystal Reports**, Harvard Graphics, PageMaker, ReadySetGo, MacDraw, SuperPaint, MacPaint, and CRM.
- Languages/Tools/Databases:** RPG, Cobol, Visual BASIC, VB.Net(2003-2010), VBScript, JavaScript, Access, Visual FoxPro, DBase, Clipper, C++, HTML, Sybase Database, JavaScript, PHP, Python, ASP.Net, XML, CSS, Toad, Quarryman, NCR-Teradata, **SQL Server, Report/Form Builder 6i, Oracle.**
- Types of Computer/Printers:** Mainframe, Miniframe, Optical Marks Reader (**OMR**), Macintosh (Apple), Big format Digital and Offset Printers and Personal Computer (PC).
- Types of Servers:** Microsoft Windows Server, Intranet Server, UNIX & Linux, MS SQL Server & Oracle Database Server, Microsoft IIS Web Server, and Symposium Server (Call Center).

- v. In **MBA** my major subjects are Operation Management, Computer Networking, E-Commerce, Business Computer Programming, Systems Design & Development and Dissertation.

**Languages:**

Bengali (Native), English, Arabic, Hindi and Urdu

**Academic qualifications, professional training & certificates:**

SI No.	Name of the Course	Country
1	MBA, Major Management Information Systems	Bangladesh
2	BA, Sociology, Mother Tongue, History and others	Bangladesh
3	Higher Secondary Certificate (Science Group)	Bangladesh
4	Secondary School Certificate (Science Group)	Bangladesh
5	Associate Diploma in Computer Science	Bangladesh
6	Customer Relationship Management	Kuwait
7	Success Sales Through Service	Kuwait
8	<b>English Course 301 British Council</b>	Kuwait
9	<b>English Course 302 British Council</b>	Kuwait
10	Arabic Language program	Kuwait
11	Visual BASIC Intermediate and Advance	Kuwait
12	Internet System Management	Kuwait
13	Advanced Internet System Management	Kuwait
14	Microsoft FrontPage XP (Introduction and Advance	Kuwait
15	Oracle Report Builder 6i	Kuwait
16	Dream waver MX (Introduction and Advanced)	Kuwait
17	Web Page Authoring Fundamentals	Kuwait
18	Photoshop (Introduction and Advanced)	Kuwait
19	Flash MX (Introduction and Advanced)	Kuwait
20	Java Script Fundamentals	Kuwait
21	Dynamic Server Pages	Kuwait
22	Introduction to Visual Basic .NET Programming with Microsoft .NET	Kuwait
23	Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	Kuwait
24	Programming ADO.NET	Kuwait
25	Developing Microsoft ASP.NET Web Applications Using V Studio.NET	Kuwait
26	PHP Programming with HTML, CSS, Javascript, Ajax & JQuery	Bangladesh
27	Certificate of Competence	Kuwait

## Working Experiences:

### ➤ 16 Jul 2016 to Till Now

Position held: **Business Development Analyst (Consultant)**

Company Name: **M/S. PVC House**; Dhaka, Bangladesh.

As a **Business Development Analyst** my responsibilities for optimizing business processes and increasing revenue. I help/guide businesses in improving processes, products, services and software through data analysis. My responsibilities are **Business Development Analysis, Doing Business Administration Activities, Business Data Analysis**, having Comprehensive knowledge of the principles of Business Payment Systems, Human Recourses & Management, Project Implementation, Procurement etc. Qualifications & skills are extremely Practical & Technical.

I am responsible for analyzing present and past financial data and providing strategies to minimize costs & increase revenue and customers acquisitions. I manage the analysis and development of a company's business operations as required, I Advise & support internal and external users to solve hardware and software problems in timely manner.

Also, I am Monitoring and implementing the company's procurement policies and procedures. Reviewing, comparing, evaluating and approving products and services. Managing inventories and maintaining accurate records. Maintaining and updating supplier information. Budget analysis for company and clients is most important responsibility of me.

I am giving support for design, develop and implementing the Information & Communication Technologies, reports writing, Data Extraction, Data Visualization, Plan development & Project Management. My jobs including Intranet Web Server & SQL Servers administration and maintenance, I also look after the Administration & Human Resource departments too. I have visited 3 times in China and 2 times in India for the company business.

### **Achievements:**

- How to Analyze client's necessities, problems to develop software applications that fulfill business requirements for the customer's satisfaction, develop & implement business plan.
- How to design market research questionnaires, develop marketing strategies & research papers and prepare reports. I Used SPSS and my software's to track and analyze data.
- I have established this company with good names.
- I do market analysis, resulting in a 20% increase in sales.

### ➤ 01 Aug 2015 to 30 Jun 2016

Position held: **MIS Specialist (Consultant)**

Company Name: **Services for Children at Risk, World Bank Project, Ministry of Social Welfare**, Dhaka, Bangladesh.

**Description of Duties:** Under the overall supervision and guidance of the Director General (DG), DSS and the National Project Director (NDP). Assignments I performed as following:

1. Identify/ understand business process requirements for the following Websites:
  - a. **Design, Development, Implementation and Support of a Web-based Management Information System (MIS)**, a social allowance program, which included:
    - i. **Old age allowance program;**
    - ii. **Disability allowance program and**
    - iii. **Widow's allowance program.**
  - b. **Maintenance of Web-based Management Information systems MIS for the SCAR Project and**
  - c. **Website Development of Jatiya Protibondhi Unnayan Foundation**
2. I supervised, monitor and support the ICT vendors contracted by the Government and I ensure it's deliverables according to the agreement of work order;
3. I organized and supported ICT related trainings, collected requirements from the ministry's end users to develop the Website user-friendly and give all the facilities in the Website for the **Web-based Management Information System (MIS)**.
4. I conducted regular meetings and discussions with the ICT service providers

5. I was Making Weekly progress reports related to MIS Website. In the reports I had included design, development, training, testing and review vendor's performance and work progress;
5. I reviewed and provide comments/suggestions/feedbacks on the technical documentations deliverables from the ICT service provider;
6. I attended/participated meetings; discussions related to any ICT issues and take a lead to fix/resolve issues in a priority basis;
7. I worked closely with the NPD, DG, World Bank Authorities and other counters to achieve the MIS goals and objectives;
8. I was preparing monthly reports of performance and submit it to the **NPD, DSS, Ministry & World Bank authorities,**
9. I had to made presentation on the performance during the quarterly meeting
10. I performed tasks & duties related to the MIS Website as assigned.

**Achievements:**

How to identified problems and solved, Introduced innovations & Ideas  
 How to Saved Time & Money for the organization  
 How to Organize and support ICT related trainings and meetings  
 Making reports for NPD, DSS, Ministry & World Bank, which was very crucial role

➤ **01 Jul 2011 to 31 Jul 2015**

Position held: **ICT Business Consultant**

Company: **M/S Electro-Zone (Pvt.) Limited;** Bangladesh

I was supervising the analysis and development of the company's business operations, developed a growth strategy focused both on financial gain and customer satisfaction. I was responsible for helping organizations obtain better brand recognition and financial growth and played a vital role in the success of this company.

Analyzing present & past financial data, providing strategies to cut costs and increase sales.

**Achievements:**

1. How to arrange meetings with clients to determine requirements of scope
2. How to Planning scheduling for implementation and resources
3. How to do Budget analysis for the clients and for the company, and
4. Developing software, deploying, Data Analysis as required.
5. Traveling to the customer sites & co-ordination our staffs

➤ **01 Aug 2002 to 30 Jun 2011**

Position held: **Senior Systems Analyst**

Company Name: **Wataniya (Mobile) Telecommunication (Now as Ooredoo);** Kuwait

My main responsibilities for programming using Oracle & *Visual* Basic languages tools and I used backend Oracle, Teradata and SQL Server Databases. Here I developed many programs such as Branches cash collection, Face to Face interface, various systems for Help Desk, HRM systems & Administration, Purchasing Modules and many other programs for the Customer Care and as well as for the Company as required.

I was also responsible for giving system supports to the end-users as well as Data processing, extracting data for reporting purposes, developing software for the department as required, but some of my jobs were also related with other departments like Finance, Human Resources, and Collections, etc. I was also responsible for performing the administrative functions of the IVR, Intranet Web Server, and SQL Servers.

**Achievements:**

Long achievements I have earned from this company such as **leadership, creativity, analytical thinking, programming expertise, problem solving orientation, and attention to details.**

➤ **02 May 2000 to 31 Jul 2002**

Position held: **Technical Support Officer**

Company: **Mobile Telecommunication Company - MTC (Now as Zain);** Kuwait

I was mainly responsible for develop software for Administration & Accounts, also I was extract daily mobile transactions row data (CDR/EDR) and Uploading into the local database server for further use. I was solving technical problems for PCs and printers, and offering support to other employees. In this company I used Oracle & Visual Basic languages; database Oracle & SQL Server I developed many programs for company requirement.

**Achievements:**

I have taken large volumes of complex data, extract insights, and help to solve problems for mobile Telecommunication systems.

➤ **15 Jun 1997 to 30 Apr 2000**

Position held: **Database Administrator**

Company: **GKN Defence & Alvis Vehicle Ltd.;** Kuwait

I was responsible for Data file management, Processing, Preparation of Daily, Weekly and Monthly Reports and other necessary Reports required by the Authorities. I analyzed the cost for repairing of equipment (Warrior) involving manpower and spares, keeping records of all technical and administrative functions. And prepared the Applications (Software) required for Desert Warrior Maintenance Management System, Logistics Information Systems, Work Order Management and Processing, Personnel Management System and Accounting System.

**Achievements:**

Maintaining, monitoring and managing company databases. Ensuring database security, integrity, stability and system availability. Maintaining database backup and recovery infrastructure.

➤ **01 Jul 1990 to 31 May 1997**

Position held: **Programmer/ IT Instructor**

Company: **Binary Information Systems;** Bangladesh

I was responsible for developing various kind of commercial software for the customer; I also do Data Entry & verification and Data Processing. Here I work as IT trainer and used Access, BASIC, FoxPro and dBase tools.

**Achievements:**

As a Programmer I write, modify, and test code that allow computer software and applications to function properly. Also, as a instructor I training the students few IT related package software.

➤ **14 Jul 1985 to 30 Jun 1990**

Position held: **Data Processor**

Company: **Jeddah International Airport;** Jeddah, Saudi Arabia

My duties are Data File Management, Organization of Data and Data Processing for Management Information Systems, Logistics Information Systems, Store Management Systems and Equipment Maintenance Management Systems. Preparing Weekly and Monthly Status Reports and other necessary reports as required.

**Achievements:**

Data Processing for Management Information Systems is my main achievement in this organization

➤ **Sep 1984 to 30 Jul 1985**

Position: **Data Entry Technician**

Company: **International Centre of Diarrhoeal Disease Research,**

This is my first job in an international organization under the direct supervision of Dr. Bonita Stanton MD; an **American Scientist**. My responsibilities were Data Entry, Data Collection, Data File Management, Organization of Data and Data Analysis for Information Systems.

**Achievements:**

Quick typing speeds in order to input the necessary data into the software or database in a timely manner.

## **Few Useful Software's for Mobile Telecommunication developed by me used BVA with SQL**

### **Server and Oracle Database:**

<b>Sl. #</b>	<b>Project Name</b>	<b>Used for</b>
1	HR Information Systems	Human Resource Management
2	Equipment Maintenance Mgt Systems	Maintenance Management Department and Workshop
3	School Management Systems	Institute Management and Accounts systems
4	Payroll and Accounts	Full package of Accounts systems
5	Attendance Systems	Staff Attendance Preparation and keeping history
6	Staff Break System	Staff Break Taking and information
7	Academic Results	Academic results or any interview results
8	Credit Card Tracking System	Credit Card and Mobile Tracking systems
9	Quiz Online (MCQ)	Agent's Performance Online Test
10	Inventory & Logistics Info Systems	Store management, reports
11	Escalation Tracking System	Escalation Process and History.
12	Campaign Programs	Marketing Campaign Program
13	Call Monitoring Evaluation Program	Agent's Performance Evaluation Systems
14	Personal A/C Mgt.	Personal Accounts Management Systems
15	Collection Payment Information Form	Customer Payment information and Printing system
16	Collect Follow up	Collection bills from the Subscribers
17	Rate Plans Calculator	For calculation Rate Plans
18	Face to Face	Customer Information Printing Form
19	Help Desk Automation	Help Desk daily information
20	Helpdesk Full Check Report	Checking all applications running correctly by Helpdesk
21	Sales, Inventory and Accounts	Sales Process, inventory & Accounts management Sys.
22	CDR/EDR Extracting & Uploading	Mobile calls information data from PABX
23	Call Details information program	Individual call details information
24	Summarize calls information program	Mobile calls and amount systems
25	Ministry form Filled up Program	Administration department used
26	Printing Press Information Systems	Offset Printing Press Management
27	Spare Parts Inventory Systems	Spare Parts Inventory and Point of Sales
28	POS Cash Management	POS Cash/Sales Management
29	Statistical Data Analysis	For Statistical Data Analysis
30	Project Accounting System	Accounting System for World Bank Project